

Director's Office

About:

The Director's Office provides overall leadership, communication, and management support to the Department of Commerce staff, programs, bureaus, divisions and administratively attached boards, collectively the "Department." The office provides executive, administrative, legal, fiscal, and policy direction along with offering problem-solving guidance. The office acts as the liaison with private business, local governments, administratively attached boards, public and private interest groups, the Legislature, Indian tribes, individuals, other governmental agencies, and the Governor's Office.

The Director's Office also provides internal support to Department of Commerce staff, programs, bureaus, divisions and administratively attached boards. Services are provided by the following offices: Legal, Communications & Public Affairs, Human Resources, Information Technology, Accounting, and Budget.

Needs/Who Served:

The Department and the administratively attached boards, which include:

- Montana Facility Finance Authority;
- Montana Board of Horse Racing;
- Board of Housing;
- Montana Heritage Preservation & Development Commission;
- Board of Investments;
- Hard Rock Mining Impact Board;
- Coal Board;
- State Tribal Economic Development Commission; and
- Tourism Advisory Council.

Goals/Measurements:

The Director's Office is committed to providing quality management, communication, customer service and leadership to the Department.

Future Milestones:

With the leadership of Governor Greg Gianforte and Director Scott Osterman, the Director's Office will assist in developing and reaching milestones as directed by the new leadership.

Challenges and Opportunities:

Transition of Director's Office staff during the past few years has posed continuity issues.

Consequences if Lost:

Presumably internal support to the Department and the administratively attached boards would cease to exist. The practical aspects of this loss include, among others, loss of policy setting, overall budgeting, internal controls, IT support, compliance, and HR service

Director's Office	MCDD						
	2016 Actuals	2017 Actuals	2018 Actuals	2019 Actuals	2020 Actuals	2021 Budgeted	
Source of Auth	03 Fed/Other Spec Rev	03 Fed/Other Spec Rev	03 Fed/Other Spec Rev	03 Fed/Other Spec Rev	03 Fed/Other Spec Rev	03 Fed/Other Spec Rev	
	434,367	625,213	468,936	481,065	436,358	600,000	
HB2	434,367	625,213	468,936	481,065	436,358	600,000	
Grand Total	434,367	625,213	468,936	481,065	436,358	600,000	
Total FTE	0	0	0	0	0	0	
% of Costs Admi	0	0	0	0	0	0	
Director's Office	Director's Office						
	2016 Actuals	2017 Actuals	2018 Actuals	2019 Actuals	2020 Actuals	2021 Budgeted	
Source of Auth	06 Internal Service	06 Internal Service	06 Internal Service	06 Internal Service	06 Internal Service	06 Internal Service	
	2,244,262	2,241,300	2,042,897	2,055,640	2,166,668	2,354,710	
HB576 Propretary Off Budget	2,244,262	2,241,300	2,042,897	2,055,640	2,166,668	2,354,710	
Grand Total	2,244,262	2,241,300	2,042,897	2,055,640	2,166,668	2,354,710	
Total FTE	19	19	19	19	19	19	
FTE by Titles	See next page						
% of Costs Admi	100%	100%	100%	100%	100%	100%	

	Accountant	3	
	Accounting Technician	1	
	Administrative Specialist	1	
	Agency Head - Admin	1	
	Computer Information Sys Mgr	1	
	Computer Support Specialist	1	
	Financial Manager	2	
	Human Resource Manager	1	
	Human Resource Specialist	1	
	Lawyer	2	
	Network Administrator	1	
	Operations Manager	1	
	Paralegal Legal Assistant	1	
	Public Relations Specialist	1	
	Web Developer	1	